

# MONTEREY COUNTY ELECTIONS



1441 Schilling Place-North Building  
Salinas, CA 93901

PO Box 4400  
Salinas, CA 93912

831-796-1499 Phone  
831-755-5485 Fax

[www.MontereyCountyElections.us](http://www.MontereyCountyElections.us)

[elections@co.monterey.ca.us](mailto:elections@co.monterey.ca.us)

**Claudio Valenzuela**  
Registrar of Voters

**Gina Martinez**  
Assistant Registrar of Voters

March 27, 2018

City of Salinas  
Attention: Patricia Barajas, City Clerk  
200 Lincoln Avenue  
Salinas, CA 93901

## RE: DOCUMENTS REQUIRED FOR NOVEMBER 6, 2018 GENERAL ELECTION

In preparation for the November 6, 2018 General Election, please review the information below in completing and submitting required documents:

### Required Documents:

| Deadline  | Document  | Notes  |
|---|---|--|
| <b>July 4, 2018</b><br>(125 days before the election)   | Notice of Election  | EC §§§10509, 10522, 10524  |
| <b>July 4, 2018</b><br>(125 days before the election)   | Statement of Election Facts                               | Form enclosed  |
| <b>July 4, 2018</b><br>(125 days before the election)   | City map showing boundaries and, if applicable, divisions | EC §10522<br>A map is required even if no changes have been made |
| <b>August 10, 2018</b><br>(88 days before the election) | Adopted Resolution and Service Agreement                  | Resolution checklist enclosed<br>Resolution sample enclosed*     |

*\*If you need a sample resolution for a measure, please contact our office.*

### Estimated Costs

To help your city budget for this election, we have estimated the cost to be \$6.00 to \$8.00 per voter. Per Elections Code §10002, the city shall reimburse the county in full for the election services performed. According to our records, the offices up for election include: (1) Mayor - 2yr term; (1) Council Member, District 2 - 4yr term; (1) Council Member, District 3 - 4yr term; (1) Council Member, District 5 - 4yr term.

### Change in Procedure:


Candidates should be advised that the Candidate Statement of Qualifications is due at the time of filing the Declaration of Candidacy.

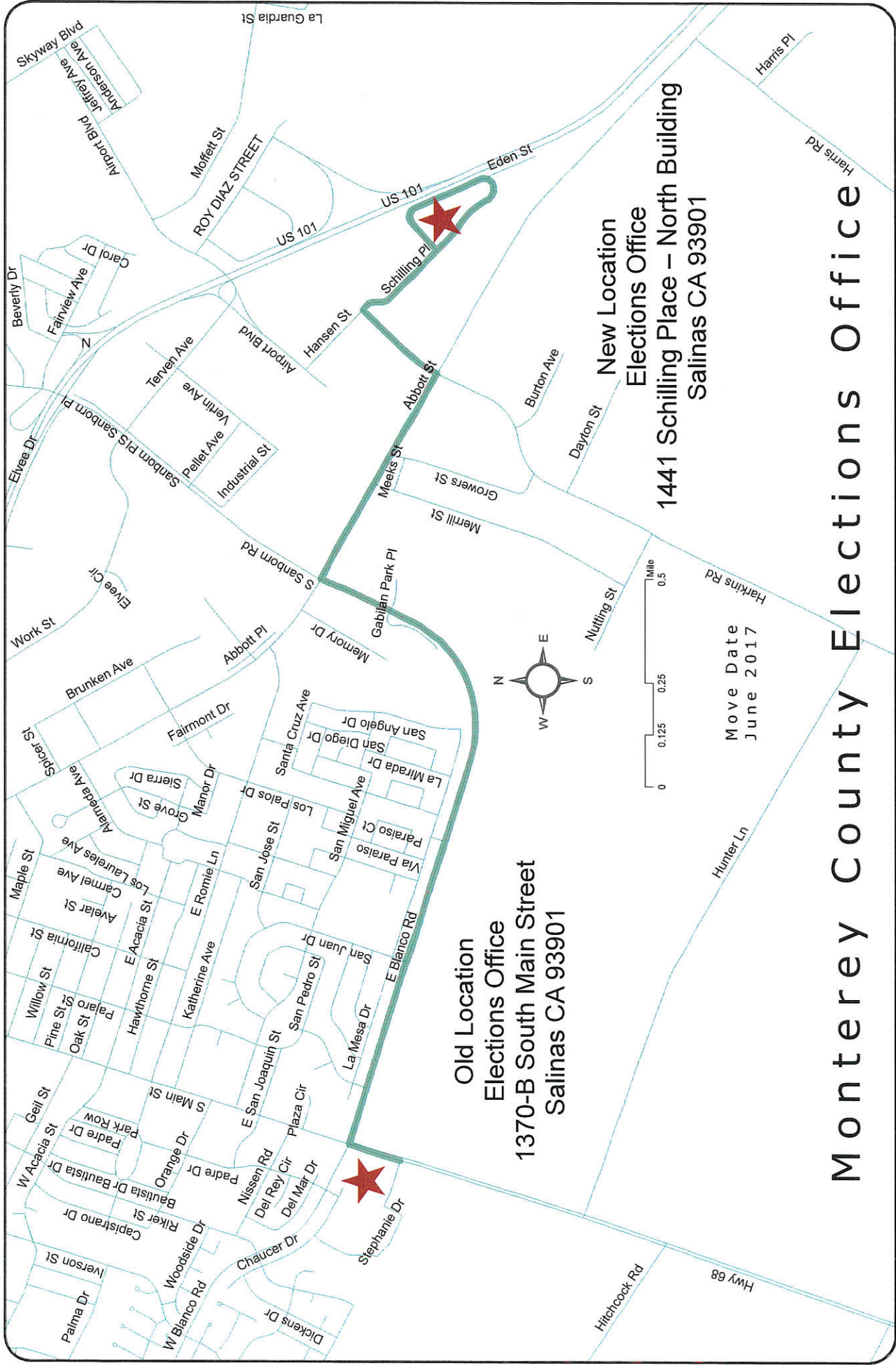
### Monterey County Elections New Location!

Monterey County Elections is now located at 1441 Schilling Place, Salinas, CA 93901. Documentations can also be mailed to our PO Box 4400, Salinas, CA 93912.

Please feel free to contact me for more information at [cedilloj@co.monterey.ca.us](mailto:cedilloj@co.monterey.ca.us) or (831) 796-1486.

Sincerely,

  
Jessida Cedillo  
Elections Program Manager  
Enclosures



Old Location  
Elections Office  
1370-B South Main Street  
Salinas CA 93901

New Location  
Elections Office  
1441 Schilling Place - North Building  
Salinas CA 93901

Move Date  
June 2017

# Monterey County Elections Office

# STATEMENT OF ELECTION FACTS

FULL LEGAL NAME OF CITY AS IT SHOULD APPEAR ON ALL ELECTION DOCUMENTS:

MAIL SHOULD BE ADDRESSED TO: \_\_\_\_\_ TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

## CITY ELECTED OFFICIALS LIST

| NAME | ADDRESS | CITY AND DISTRICT<br>(If applicable) | Member was<br>elected by:<br>1) ELECTION/AIL*<br><br><u>OR</u><br>2) APPOINTED TO<br>FILL A VACANCY | YEAR<br>Term ends | Full-term<br>= 4yrs<br><br><u>OR</u><br>Short-term<br>= 2yrs | IF THE MEMBER<br>WAS APPOINTED<br>BY THE BOARD<br>TO FILL A<br>VACANCY, WHO<br><u>DID THIS</u><br><u>MEMBER</u><br><u>REPLACE?</u> |
|------|---------|--------------------------------------|---|-------------------|--|--|
|      |         |                                      |   |                   |  |  |
|      |         |                                      |   |                   |  |  |
|      |         |                                      |   |                   |  |  |
|      |         |                                      |   |                   |  |  |
|      |         |                                      |   |                   |  |  |
|      |         |                                      |   |                   |  |  |
|      |         |                                      |   |                   |  |  |
|      |         |                                      |   |                   |  |  |

\*AIL= Appointed-in-lieu of Election (filed for office and didn't go on the ballot)

Name of City Clerk/Manager: \_\_\_\_\_  
Print Name

Name of Deputy City Clerk/Secretary: \_\_\_\_\_  
Print Name

## Check the box which applies to your city:

☐ The District boundaries have changed since the last election. Enclosed is a new map to reflect those changes.

☐ I declare that there have been no boundary changes since the \_\_\_\_\_ election.  
Election Date

The limitation on the number of words in a candidate statement will be: ☐ 200 words ☐ 400 words

The entity charged for the candidate statement sent to each voter will be the: ☐ City ☐ Candidate

In case of a tie vote, the winner will be determined by: ☐ Lot ☐ Runoff election

Signature of City Clerk/Manager \_\_\_\_\_

Date \_\_\_\_\_



SERVICE AGREEMENT FOR THE PROVISION OF ELECTION

SERVICES BETWEEN **CITY OF SALINAS** AND

MONTEREY COUNTY REGISTRAR OF VOTERS

**NOVEMBER 6, 2018**

This Agreement, entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2018, by and between **CITY OF SALINAS** and Monterey County Registrar of Voters (hereinafter referred to as Registrar of Voters);

WHEREAS, it is necessary and desirable that the Registrar of Voters be retained for the purpose of conducting an election hereinafter described for the **CITY OF SALINAS** (hereinafter referred to as the City);

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

SERVICES TO BE PERFORMED BY THE CITY:

- 1) No later than the 88th day prior to the election the City shall submit a resolution requesting the Registrar of Voters for Monterey County to conduct an election for the City on **NOVEMBER 6, 2018**, and requesting election related services of the Registrar of Voters.
- 2) The City shall publish the Notice of Election and the Notice to File Declarations of Candidacy for the offices to be voted on, and/or the Notice to File Arguments for or against any measure.
- 3) The City shall submit to the Registrar of Voters in writing the exact number of offices to be voted on and the names and ballot designations of the candidates for those offices, and/or the exact ballot wording to be voted by no later than the 88th day prior to the election, or by the 83rd day prior to the election if Elections Code §§ 10225, 10229, and 10407 are applicable.
- 4) The City shall prepare and deliver to the Registrar of Voters the Voter Guide information containing, as applicable, candidates' statements of qualifications, ballot

measure, tax rate statements impartial analysis, arguments for or against and rebuttals thereto. The last day for the submission of primary arguments (300 words) and impartial analysis shall be no later than **AUGUST 16, 2018**. The last day for the submission of rebuttal arguments (250 words) is **AUGUST 23, 2018**.

- 5) The City shall be responsible for reviewing and approving the language of the sample ballot and official ballot wording for candidates and measures.

SERVICES TO BE PERFORMED BY REGISTRAR OF VOTERS:

- 1) The Registrar of Voters shall select and contract with the sample and official ballot printer(s) on behalf of the City.
- 2) The Registrar of Voters shall prepare and deliver to the printer the official ballot information.
- 3) The Registrar of Voters shall issue, receive and process all ballots on behalf of the City matters.
- 4) The Registrar of Voters shall procure all necessary and appropriate polling place locations, hire polling place workers, and conduct the election in accordance with all applicable state, federal and local laws.
- 5) The Registrar of Voters shall prepare a Canvass of Votes Cast and submit a Certificate of Registrar of Voters to the City regarding the City matters.
- 6) The Registrar of Voters shall conduct other various and miscellaneous election activities as required including but not limited to all those required as the City's Election Official other than those described under "Services to be Performed by the City".

TERMS:

This Agreement shall be in effect for the performance of all services incident to the preparation and conduct of the election to be held on **NOVEMBER 6, 2018**.

The parties will use best efforts to perform services herein. However, in the event the Registrar of Voters is unable to perform services required under this Agreement that are beyond his control, including an employee strike, vendor conditions, natural disasters, war, or other similar conditions, the Registrar of Voters will be relieved of all obligations under this Agreement. The Registrar will provide reasonable notice, if practical, of any conditions beyond his control, including notice at least 60 days prior to **NOVEMBER 6, 2018** of vendor conditions affecting the election services. In the event a vendor does not perform, the Registrar will attempt to obtain substitute services.

CONSIDERATION:

In consideration of the performance of services and supplies provided by the Registrar of Voters, the City shall pay to the Registrar of Voters a sum equal to the actual cost of such services, expenses, and supplies related to the work performed on behalf of City. In the event that this Agreement is terminated prematurely, the City shall pay to the Registrar a sum equal to the actual cost of such services performed or supplies/expenses incurred as of the effective date of the termination.

The City shall make payment within 30 days of receipt of invoice from Registrar of Voters.

CITY:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

COUNTY:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_